

**Program for Cooperative Cataloging
Standing Committee on Training
Periodic Review 2017-2020**

Questions:

- 1. Does the committee charge adequately describe the focus of the committee? How would you revise the current charge (<https://www.loc.gov/aba/pcc/sct/index.html#chrg>) to update and invigorate the work of the committee going forward?**

Current charge:

Under the guidance of the PCC Policy Committee, the Standing Committee on Training:

- Identifies the need for training programs, workshops, and institutes aimed at developing cataloging and metadata skills that support the PCC goals for new participants, for PCC trainers, and for continuing education
- Identifies, develops as necessary, and promotes the distribution of easy-to-use documentation in support of PCC goals in collaboration with the Standing Committees on Applications and Standards

The SCT recommends that the charge be revised as follows:

Under the guidance of the PCC Policy Committee, the Standing Committee on Training:

- Identifies the need for training programs aimed at developing cataloging and metadata skills that support the PCC goals for new participants, for PCC trainers, and for continuing education
- Identifies, develops as necessary, and promotes the distribution of easy-to-use documentation in support of PCC goals in collaboration with the Standing Committees on Applications and Standards

- 2. Would you want to consider a name change for the committee?**

- ☐ No

3. What is needed for the committee to become proactive rather than reactive?

In general, SCT is already fairly proactive. Being too proactive can be a problem--when we attempt to create training before best practices or standards have been developed, it can be challenging. One area that we could be more proactive is in reviewing existing documentation to see what might need updating.

4. What does the committee see as major focuses for this group in the immediate future?

- Upcoming changes in RDA
- Updating Sinopia training
- Linked data training in general, with perhaps specific focus on Wikidata
- Ethics in Metadata

5. Would the committee consider working with the Standing Committee on [] in []?

We would like a liaison to the Standing Committee on Standards, focusing particularly on RDA developments, and possibly to the Standing Committee on Applications.

6. How are the efforts of this committee coordinated with other units within PCC?

We have sometimes worked with other standing committees to appoint liaisons to SCT task groups. We have also worked on training for new policies as developed--an example of this is the training for the Minimal Punctuation Guidelines. We have had previous discussions with LDAC about creating a linked data training group (though this was tabled to focus on more immediate needs in Sinopia).

7. What liaison responsibilities does the committee have? What liaison responsibilities should the committee have?

We don't have any ongoing liaisons, but have worked to appoint liaisons to task groups when appropriate. These included the Minimal Punctuation and FAST groups. We feel that it would be useful to have ongoing liaisons to the other PCC standing committees. It may be helpful to develop a liaison relationship with Continuing Education groups in the new CORE division of ALA.

8. Is the committee size appropriate for the tasks you wish to undertake?

The committee size is good in most cases. However, we should continue to work towards diversity in membership, including size and type of library and variety of

cataloging and metadata experience. We look forward to adding an intern to the SCT to support our work.

We rely on non-members for many of our task groups. If we had to use only the labor of the committee members, it would not be possible to do all we do! Looking at the membership of task groups is an important way of expanding the resources available to the SCT. Being thoughtful about recruiting specific skills to fill gaps when appointing groups is important.

9. Have there been difficulties in accomplishing the committee's work?

One of the key challenges for the committee has been creating documentation for new and/or developing tools and standards. Sometimes we have appointed task groups which lacked members who had the necessary skill set or mindset to move cutting-edge projects forward. Sometimes a group would need to teach themselves a new tool/concept in order to create the training materials necessary to teach others. Some members may lack the confidence to take this experimental approach. This has led to delayed outputs from some of our groups. We often include outside members in our task groups, but for emergent tools or standards, it can be hard to recruit experts because they are often busy with other work on the tool or standard.

Providing good training to a broad audience can be difficult. Many of us underestimate the time involved in creating training for emerging standards and tools. It is very different from updating current documentation or explaining a concept in MARC, current RDA, NACO, or BIBCO (in which you can take for granted a certain holistic knowledge of the standard as a whole), or providing training based on an output of SCS. For emerging standards and tools, you can suppose very little understanding and often a lot of misconceptions as well. This kind of training development requires a certain mindset and a willingness to spend a lot of time learning it yourself so you are able to teach others. It takes a lot of commitment. And perhaps with this kind of work, we are not setting realistic timetables, given the "pre-work" that is involved.

We need to discuss further how to manage groups working with cutting edge conceptual topics and tools. Perhaps charges should be more open-ended, since change is inevitable. Perhaps we could start with the group coming up with the training structure and then set a due date. We should be more thoughtful about task group membership and require that anyone joining the training group at least have a basic awareness about the subject, as well as a willingness to explore on their own.

In general, we also have the ongoing challenge of busy people on the committee and on our task groups. This has sometimes led to delays in our work due to lack of time (or unreasonable time frames in the charges). We must remember to set reasonable time frames and be flexible when changes are needed.

10. What changes would be needed to facilitate the committee's work?

Implementing the new intern positions would be very helpful. Interns would reduce some of the tasks that currently are the responsibility of the chair (such as scheduling meetings, reporting, etc.). Intern positions are a valuable way to attract new individuals to the group who may progress to becoming regular members.

We may also need to consider whether we should have a position on the committee for somebody whose background could be in training and whose role would be to help us develop effective training. Having somebody who each task group could consult about the structure of their training (slides versus video, how to organise slides, etc.) would also reduce some of the work of the task groups themselves in trying to decide what the best format is.

It could also be usefully to have someone with an editorial role who would ensure consistency of all the resources that SCT produces. Additionally, a standard PCC SCT template for slides should be developed.

11. Please list activities or accomplishments of the committee during the last five years.

- Developed ISNI Training Documentation to support the PCC ISNI Pilot:
<https://wiki.duraspace.org/display/PCCISNI/PCC+ISNI+documentation+and+training>
- Updated NACO Participants Manual:
<https://www.loc.gov/aba/pcc/naco/documents/NACOParticipants'Manual-20200708.pdf>
- Developed training modules for the optional PCC Minimal Punctuation Guidelines:
<https://www.loc.gov/aba/pcc/sct/documents/GuidelinesMinimallyPunctuatedMARC-SCT-2020-01.pptx>
- Developed training modules for the IFLA Library Reference Model (LRM):
<https://www.loc.gov/catworkshop/RDA2020/index.html>
- Published draft training modules to support the PCC cohort in Sinopia:
<https://drive.google.com/drive/folders/1agbZVmybf9Df9iSJtaXmD8pWpGfvFJ6N>

- Current projects:
 - LRM Training Spanish Translation
 - SCT RDA 3R Training Task Group: Monographs
 - FAST Training for PCC Task Group
 - Sinopia Training Task Group

12. What other information would you like to convey to the Steering Committee?

The members of the SCT are engaged in our work and look forward to continuing on our current and future projects to support the needs of the PCC members!